



AGENDA
Meeting of the
BOARD OF DIRECTORS
of the
SANTA BARBARA METROPOLITAN TRANSIT DISTRICT
A Public Agency

Tuesday, February 1, 2005

8:30 AM

Santa Barbara MTD Auditorium
550 Olive Street, Santa Barbara, CA 93101

- 1. CALL TO ORDER**
- 2. ROLL CALL OF THE BOARD OF DIRECTORS**
Chair John Britton; Vice Chair Olivia Rodriguez; Secretary Brian Fahnestock; and Directors:
David Davis and Lee Moldaver
- 3. REPORT REGARDING POSTING OF AGENDA**

CONSENT CALENDAR

- 4. APPROVAL OF PRIOR MINUTES (ACTION MAY BE TAKEN)**
The Board will be asked to waive the reading of and approve the minutes for the meeting of January 4, 2005.

The Board will be asked to waive the reading of and approve the minutes for the meeting of January 18, 2005.
- 5. CASH REPORT (ATTACHMENT- ACTION MAY BE TAKEN)**
The Board will be asked to review the cash report from January 11, 2005 through January 24, 2005.

THIS CONCLUDES THE CONSENT CALENDAR

- 6. PUBLIC COMMENT**
Members of the public may address the Board on items within the jurisdiction of the Board that are not scheduled for public hearing. The time allotted per speaker will be at the discretion of the Board Chair. If you wish to address the Board under this item number, please complete and deliver to the MTD Board Clerk **before the meeting is convened**, a "Request to Speak" form including a description of the subject you wish to address.
- 7. UCSB STAFF & FACULTY PASS (ATTACHMENT-ACTION MAY BE TAKEN)**

MTD staff will present the Board with a proposal for a UCSB Staff and Faculty bus pass program.

**8. VALLEY EXPRESS PERFORMANCE STANDARDS (REVISED)
(ATTACHMENT- ACTION MAY BE TAKEN)**

Per the January 18, 2005, Board meeting, Steve Maas, Manager of Strategic Planning and Compliance will present the revised recommended Valley Express Performance Standards to the Board. The Board will then be asked to approve the revised performance standards.

9. GENERAL MANAGER REPORT

- a) Third Party Administrator Workers' Compensation
- b) Soil remediation- Calle Real
- c) Buellton/Solvang City Council re Valley Express
- d) Easy Lift Board & space
- e) 101 Operational improvements
- f) Airport Master Plan
- g) Human Resources & Risk staff position

10. OTHER BUSINESS AND COMMITTEE REPORTS

The Board will report on related public transit issues and committee meetings.

11. RECESS TO CLOSED SESSION-CALLE REAL

The Board will meet in closed session pursuant to Government Code §54956.8, conference with real property negotiators regarding the MTD Calle Real Property, APN's Book 59, Page 14, Parcels 4, 5 & 6, and Book 67, Page 23, Parcel 6, concerning price and terms of payment; agency negotiators Doug Large and Bob Andrews; other negotiation parties: Housing Authority of County of Santa Barbara, Martin Farrell Homes, and Investec Capital, Inc.

12. RECESS TO CLOSED SESSION-CLAIM REVIEW (MARYLINA MOBLEY)

The Board will meet in closed session pursuant to Government Code §54956.9, conference with legal counsel (Anticipated Litigation) to discuss significant exposure of litigation between: Marylina Mobley (Claimant) vs. MTD (Agency).

**13. RECESS TO CLOSED SESSION- WORKERS' COMPENSATION CLAIM
(ACTION MAY BE TAKEN)**

The Board will meet in closed session pursuant to Government Code §54956.95(b) to consider settlement of a Workers' Compensation claim by James Hudson.

**14. RECESS TO CLOSED SESSION-GENERAL MANAGER PERFORMANCE/SALARY
REVIEW (ACTION MAY BE TAKEN UPON RETURN TO OPEN SESSION)**

Conference with Labor Negotiators pursuant to Government Code Section 54957.6: SBMTD designated representatives: Brian Fahnestock and Lee Moldaver, unrepresented employee: Sherrie Fisher, General Manager.

15. ADJOURNMENT

AMERICANS WITH DISABILITIES ACT: If you need special assistance to participate in this meeting, please contact the MTD Administrative Office at 963-3364 at least **48 hours in advance** of the meeting to allow time for MTD to attempt a reasonable accommodation.

Santa Barbara Metropolitan Transit District
Cash Report
Board Meeting of February 1, 2005
For the Period January 11, 2005 through January 24, 2005

MONEY MARKET

Beginning Balance January 11, 2005 **\$3,639,847.82**

Passenger Fares	123,131.37	
Accounts Receivable	8,922.25	
Miscellaneous	1,663.52	
Advertising & Prepaid	9.45	
Total Deposits		133,726.59

ACH Pensions Transfer	(26,686.75)	
Operations Transfer	(72,781.00)	
ACH Tax Deposit	(97,225.28)	
Payroll Transfer	(237,390.86)	
Total Disbursements		(434,083.89)

Ending Balance **\$3,339,490.52**

Total Cash and Investments as of January 24, 2005: **\$3,339,490.52**

COMPOSITION OF CASH BALANCE

Working Capital	1,904,165.67	
WC / Liability Reserves	1,435,324.85	
Total Cash Balance		\$3,339,490.52

Santa Barbara Metropolitan Transit District **Accounts Payable**

Check	Date	Company	Description	Amount	Voids
80076	1/19/2005	CA STATE BOARD OF	USER FUEL TAX	1,300.19	
80077	1/19/2005	STATE BOARD OF EQUALIZATION	UNDERGROUND STORAGE TANK FEE	6,673.64	
80078	1/19/2005	NATIONAL INTERSTATE INS. CO.	LIABILITY INSURANCE	556.94	
80079	1/19/2005	PITNEY BOWES/PURCHASE POWER	POSTAGE SUPPLIES	220.72	
80080	1/19/2005	TEAMSTERS MISC. SECURITY	UNION MEDICAL/DENTAL	64,029.51	
				72,781.00	
				Current Cash Report Voided Checks:	0.00
				Prior Cash Report Voided Checks:	0.00
				Grand Total:	\$72,781.00

**Santa Barbara Metropolitan Transit District
Cash Receipts of Accounts**

Date	Company	Description	Amount
1/13/2005	City of Carpinteria - Seaside Shtl.	Advertising	200.00
1/13/2005	SB County Schools	Passes/Token Sales	150.00
1/13/2005	UCSB - Parking Services	Passes/Token Sales	4,291.00
1/24/2005	City of SB - Passes/Tokens	Passes/Token Sales	4,281.25
Total Accounts Receivable Paid During Period			\$8,922.25

BOARD OF DIRECTORS REPORT

AGENDA DATE: FEBRUARY 1, 2005 **AGENDA ITEM #:** 7

DEPARTMENT: ADMINISTRATION **TYPE:** ACTION

PREPARED BY: SHERRIE FISHER,
GENERAL MANAGER

Signature

SUBJECT: UCSB STAFF & FACULTY PASS

BACKGROUND: MTD staff has been in ongoing conversations with the Transportation and Parking Services department (TPS) at UCSB to initiate a bus pass program for staff and faculty members.

RECOMMENDATION: Staff recommends that the Board of Directors take action to authorize the General Manager to execute an agreement with UCSB as outlined in the discussion below.

DISCUSSION: At MTD's December 7, 2004, board meeting, Tom Roberts, Director TPS presented an integrated transportation plan including parking, car-sharing and alternative transportation. Subsequent to that meeting, MTD staff has continued working with TPS to design a bus pass program that allows UCSB staff and faculty members to chose transit based on a pass already waiting in their wallet.

A proposed agreement is attached for your review. The agreement is modeled on the program in place with the City of Santa Barbara for the MyRide pass. The deal points are as follows:

- Passes created for and specific to UCSB staff and faculty
- Intended for use to and from work site
- Printing and encoding paid for by UCSB
- Read by MTD fareboxes
- UCSB billed cash fare for each ride on the pass plus small administration fee
- Includes \$1.25 toward Valley Express one-way cash fare
- MTD reports on ridership and travel patterns
- Marketed on campus by TPS

BUDGET/FINANCIAL INFORMATION:

The program should generate increased ridership on existing bus lines resulting in additional revenue for MTD. If the program requires MTD to boost existing service to meet increased ridership demand operating costs will rise.

ATTACHMENT(S): Master Agreement between MTD and UCSB regarding Staff and Faculty Pass

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UCSB FACULTY & STAFF BUS PASS PROGRAM AGREEMENT

This Agreement is entered into by the SANTA BARBARA METROPOLITAN TRANSIT DISTRICT (hereinafter referred to as "District") and THE REGENTS OF THE UNIVERSITY OF CALIFORNIA (hereinafter referred to as "University"), sometimes referred to collectively as the "Parties," on this _____ day of _____, 2005.

RECITALS

WHEREAS, District is established and existing under Part 9, Division 10 of the California Public Utilities Code, codified at Sections 95000-97100, and is empowered to provide public transportation service in the South Coast area of Santa Barbara County; and,

WHEREAS, University desires to work with District to further develop and implement a faculty and staff bus pass program that would accomplish a reduction in peak hour vehicle traffic and daily trips to University; and,

WHEREAS, the goals of reducing traffic congestion and encouraging public transportation are served through a faculty and staff bus pass program;

NOW THEREFORE, it is agreed between the Parties that:

- 1) The University Faculty & Staff Bus Pass ("Pass") is a Pass allowing an authorized Pass holder unlimited access to any District transit service or route operated by District at any time without charge, fee or fare to the faculty or staff member, with the exception of the Santa Ynez Valley Express and any other service the District may operate now or in the future, with a one-way cash fare that is higher than District's prevailing regular one-way cash fare (currently \$1.25), hereinafter referred to as "Program Routes." Notwithstanding the above, District shall have the right to refuse transit service to an authorized Pass holder for appropriate reasons, including without limitation the safety and/or welfare of other passengers.
- 2) The Pilot Program will be a test of the Pass program that is described by the terms and conditions of this Agreement. The Pilot Program shall be implemented in the first quarter of the calendar year 2005 and shall end on June 30, 2005. University may desire to distribute Pilot Program Passes that are only good for a limited number of uses.
- 3) The Full Program will be the complete implementation of the Pass program that is described by the terms and conditions of this Agreement. The Full Program is expected to be implemented on March 1, 2005. Passes issued

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under the Full Program shall expire at a time determined by University and District or whenever this agreement is terminated, whichever comes first.

- 4) University and District shall jointly develop and implement the Pilot Program and the Full Program.
- 5) University shall pay \$25,000 to the District's Pass fund prior to implementation of the Pilot Program. District shall debit this fund for Pass usage and administrative costs as described by the terms and conditions of this agreement. University shall provide additional \$25,000 payments to District's Pass fund whenever during the life of this Agreement the balance in the fund decreases below \$5,000.
- 6) University shall pay District for each use of a Pass by an authorized Pass holder. For all Program Routes, University shall pay District the prevailing one-way cash fare for that route. If District's prevailing one-way cash fare for any Program Route increases, University shall pay District the increased one-way cash fare.
- 7) University shall also pay District for each use of a Pass by an authorized Pass holder on non-Program Routes at the District's prevailing regular one-way cash fare (currently \$1.25). If District's regular one-way cash fare increases, University shall pay District the increased regular one-way cash fare. The authorized Pass holder shall be responsible to provide District with the remaining portion of the fare at the time of boarding for transportation on a non-Program Route.
- 8) University need not pay District for uses of a Pass that are considered by District to be "transfers," as defined by District's prevailing transfer policy.
- 9) District shall report monthly to University the number of bus trips taken by Pass holders and the amount billed to University for the previous month. The monthly report shall include information collected by District on the use of Passes in accordance with a report format developed by District. The report format shall include, at a minimum, the number of times that a numbered Pass was used, and the day, time, route, and trip for each use. The report shall be provided to University only in electronic format.
- 10) University shall reimburse District for District's reasonable administrative costs associated with implementing and monitoring the Pass Program. Administrative costs shall include but not be limited to telephonic or personal meetings with University, document and report preparation, record keeping, and accounting and/or analysis authorized under this agreement. Quarterly, District shall debit the District's Pass fund described in Paragraph 5, above, for District's administrative costs, and report to University on the amount of such administrative costs.

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- 11) University and District shall cooperate in evaluating the Pilot Program's effectiveness in encouraging the use of public transit, reducing traffic congestion and any other results of the Pilot Program.
- 12) University shall be solely responsible for the cost of purchasing the physical supply of Pilot Program and Full Program passes. The Passes shall have a magnetic strip, capable of being read by District equipment, affixed to them. Photographic identification may be affixed to the Pass at the discretion of University. University shall also pay for, purchase and provide any photographic equipment, film and paper needed for any such photographic identification portion of the Pass. University shall prepare the Passes for use and shall bear all costs of affixing photographs, and any other information or item, to the Passes.
- 13) University shall be solely responsible for all advertising and/or marketing costs associated with the Program. University and District shall cooperate in developing the advertising for the program.
- 14) District shall be responsible for providing the coding information for the magnetic strip on the Passes. (See Attachments A and B regarding maintaining confidentiality of coding information and indemnification obligations.) Such coding shall, at a minimum, enable each Pass to be uniquely identified by number, permit the tracking of usage of the Pass by day, time, route, and trip, and inform a transit vehicle operator whether the Pass has expired or has been cancelled as described in paragraph 18.
- 15) District shall bear its own costs for installing, maintaining and repairing farebox equipment needed on board buses to read the magnetic strip contained on the Pass. However, University shall reimburse District for the cost of any software or hardware needed to support the Program or analyze Pass usage.
- 16) University shall have sole authority and discretion as to which faculty and staff shall be issued Passes for the Pilot Program and the Full Program. University shall issue as many Passes as University determines is in University's best interest. For each Pass issued by University, University shall include the name of the authorized Pass holder on the Pass.
- 17) All Passes shall be considered the property of University at all times, whether issued or not, and except as otherwise provided herein, University shall define the terms and conditions upon which the Pass is issued to the holder.
- 18) Cancellation of individual Passes shall be at the discretion of University. University shall periodically provide a list of cancelled Passes to District. Following fifteen days after University has notified District that a specific Pass has been cancelled, University shall not be further liable for the use of that cancelled Pass

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- 19) Passes are non-transferable between persons, and, to the extent practicable, District shall not allow use of a Pass by any person other than the person to whom the Pass was issued by University.
- 20) District shall not be liable for or incur costs related to the Pilot Program or to the Full Program in excess of the available University funding for the Program.
- 21) University and District reserve the right to terminate this agreement for any reason; however, each party shall provide at least sixty days written notice to the other of any such decision. University shall be responsible for notifying all Pass holders of any discontinuance of the Program at least fifteen days before the actual date of termination.
- 22) If the Pass Program successfully increases transit use by University faculty & staff such that District determines that additional buses or increased service are needed to meet the increased demand, University agrees to work cooperatively with District to seek additional resources to meet increased service demands.
- 23) District and University agree to work together to pursue State, Federal or other grant programs that may provide funding for development, implementation, monitoring, or evaluation of the Pass program.
- 24) Neither District nor any officer or employee thereof shall be responsible or liable for any claim, damage or liability occurring by reason of anything done or omitted to be done by University under or in connection with any work, authority or jurisdiction delegated to University herein. It is also agreed that, pursuant to California Government Code Section 895.4, University shall fully indemnify (including reasonable attorney fees) and hold District harmless from any claim, damage or liability imposed for injury (as defined by Government Code Section 810.8) occurring by reason of anything done or omitted to be done by University under or in connection with any work, authority or jurisdiction delegated to University hereunder. This indemnification is in addition to University's confidentiality and indemnity obligations to District in Attachments A and B, which are incorporated herein and made a part hereof.
- 25) District and University shall cooperate to perform all tasks described in this agreement.
- 26) This agreement shall become effective after execution by both parties and shall terminate on June 30, 2008, unless extended by mutual agreement of both parties.
- 27) Nothing herein is intended to confer any rights or remedies, express or implied, under or by reason of this document on any persons other than the parties hereto, nor is anything in this document intended to relieve or

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discharge the obligations or liability of any third persons to any party hereto, nor shall any provision give any third persons any right or subrogation or action over or against any party.

IN WITNESS HEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

MTD General Manager

Date

MTD General Manager

Date

BOARD OF DIRECTORS REPORT

AGENDA DATE: February 1, 2005

AGENDA ITEM #: 8

DEPARTMENT: Strategic Planning & Compliance **TYPE:** Action Item

PREPARED BY: Steve Maas

Signature

REVIEWED BY: General Manager

GM Signature

SUBJECT: *Revised Valley Express Performance Standards for 3-Year Pilot Program (Changes Highlighted in Italic)*

RECOMMENDATION:

Approve annual performance standards for the three-year pilot program for the new Valley Express regional commuter service.

DISCUSSION:

Background

The MTD requested the Board of the Santa Barbara County Association of Governments (SBCAG) to approve an amendment to an existing MTD project, to provide operating assistance for the first three years of MTD's new Valley Express service from Solvang and Buellton to the South Coast (planned to begin February 22, 2005). The SBCAG Board approved this request at their October 21, 2004 meeting, and requested that MTD develop performance standards for the service for each year of the three-year pilot program. The performance standards will provide the MTD Board, the SBCAG Board, and other interested parties a means to measure the success of the Valley Express in meeting the goal of providing an effective and cost-efficient service.

Existing MTD Service Evaluation

The MTD's existing annual performance evaluation program ensures that the MTD's limited resources are utilized in the most effective and cost-efficient manner feasible. Each service operated by the MTD is examined using two performance indicators: a ridership measure to evaluate the effectiveness of the service, and a financial measure to evaluate its cost-efficiency. The indicators for each route are ranked by service type, and changes are recommended for all routes that fall into the fourth quartile in both measures.

Recommended Valley Express Service Evaluation

Staff recommends a similar annual performance evaluation program for the three-year pilot program of the Valley Express, utilizing *three* indicators: a

ridership measure (passengers per trip) and two financial measures (subsidy per passenger *and farebox ratio*). Unlike the MTD's existing annual performance evaluation program, staff further recommends specific goals for each year of the three-year pilot program:

- **Year 1 (Average for Year)**
 - 12 Passengers per One-Way Trip (24,480 Annual Total Passengers)
 - \$5.20 Subsidy per Passenger (\$126,600 Annual Total Subsidy)
 - 34 % Farebox Ratio
- **Year 2 (Average for Year)**
 - 20 Passengers per One-Way Trip (40,800 Annual Total Passengers)
 - \$2.00 Subsidy per Passenger (\$83,300 Annual Total Subsidy)
 - 57 % Farebox Ratio
- **Year 3 (Average for Year)**
 - 30 Passengers per One-Way Trip (61,200 Annual Total Passengers)
 - \$0.50 Subsidy per Passenger (\$29,100 Annual Total Subsidy)
 - 85 % Farebox Ratio

In addition to the annual goals, the MTD will consider trends within each year when evaluating the performance of the service. Other Valley Express data will be considered in addition to the two measures described above. FY 2004 MTD systemwide totals for these data are presented in Attachment 1. The MTD will also provide qualitative data from passenger surveys and employer contacts.

SBCAG staff requested the inclusion of additional performance standards (i.e., farebox ratio, percent of seats filled, on-time pickup performance, and rider satisfaction). As described above, staff has added farebox ratio as a standard. Staff recommends that data regarding the other three SBCAG requests be collected and reported, but does not recommend the inclusion of standards for these. Percent of seats filled is a ridership measure similar to passengers per trip, and the inclusion of standards for this measure would be duplicative. On-time pickup performance data and qualitative data regarding rider satisfaction will be collected and analyzed to assess whether changes to the service are warranted.

ATTACHMENT:

- MTD Systemwide Total Operating Data and Performance Indicators

**Attachment 1:
MTD Systemwide Total Operating Data and Performance Indicators**

Line Item	FY 2004	FY 2003	% Change
<u>Operating Data</u>			
Ridership	7,004,009	7,005,474	0.0%
One-Way Trips	375,998	n/a	n/a
Peak Vehicles	71.00	n/a	n/a
Revenue Hours	178,003	180,244	-1.2%
Revenue Miles	2,351,305	2,419,260	-2.8%
<i>Cost</i>			
Operating Cost	\$15,617,144	\$14,297,761	9.2%
Depreciation	\$2,230,777	\$2,127,172	4.9%
<i>Fully-Allocated Cost</i>	<i>\$17,847,921</i>	<i>\$16,424,933</i>	<i>8.7%</i>
<i>Operating Revenue</i>			
Farebox Revenue	\$6,174,973	\$5,547,713	11.3%
Local Operating Assistance	\$356,744	\$366,343	-2.6%
<i>Total Operating Revenue</i>	<i>\$6,531,717</i>	<i>\$5,914,056</i>	<i>10.4%</i>
MTD Subsidy (Note 1)	\$11,316,204	\$10,510,877	7.7%
<u>Performance Indicators</u>			
Passengers per Trip	18.6	n/a	n/a
Passengers per Revenue Hour	39.3	38.9	1.2%
Passengers per Revenue Mile	3.0	2.9	2.9%
Revenue Miles per Revenue Hour	13.2	13.4	-1.6%
Revenue Hours per Peak Vehicle	2,507	n/a	n/a
Revenue Miles per Peak Vehicle	33,117	n/a	n/a
Operating Cost per Revenue Hour	\$87.74	\$79.32	10.6%
Operating Cost per Revenue Mile	\$6.64	\$5.91	12.4%
Operating Cost per Passenger	\$2.23	\$2.04	9.3%
Fully-Allocated Cost per Rev. Hour	\$100.27	\$91.13	10.0%
Fully-Allocated Cost per Rev. Mile	\$7.59	\$6.79	11.8%
Fully-Allocated Cost per Passenger	\$2.55	\$2.34	8.7%
MTD Subsidy per Revenue Hour	\$63.57	\$58.31	9.0%
MTD Subsidy per Passenger	\$1.62	\$1.50	7.7%
Fare per Passenger	\$0.88	\$0.79	11.3%
Farebox Ratio (Note 2)	39.5%	38.8%	1.9%

Note 1: "MTD Subsidy" is the difference between fully-allocated cost and total operating revenue.

Note 2: "Farebox Ratio" is the percent of operating cost (not including depreciation) recovered through the farebox.

Source: Santa Barbara Metropolitan Transit District, Strategic Planning.

To: Chair Britton
Members of the Board of Directors
From: Sherrie Fisher, General Manager
Date: 01/28/05
Subject: Administrative Update

The **Valley Express begins service on March 1**, 2005 with four separate trips from Solvang and Buellton to the south coast. Marketing has informed all of the survey respondents of the specific details by e-mail. Passes are in stock; buses are wrapped. Printed schedule cards arrive next week. Five drivers who live in the North County have bid the service and are more than happy to begin and end their day closer to home. In addition, thirteen other drivers have signed up the for Valley X extra board to work when the five bid drivers are on vacation or sick leave. At least two members of the maintenance department have expressed their hope to ride the service to and from work.

David Damiano and I attended the **Buellton City Council** meeting last night to present the specific information to them. They welcomed us warmly and expressed their thanks for the upcoming service. We delivered invitations to join us on the inaugural trip.

On February 14, we will attend the **Solvang City Council**.

David Damiano and I were filmed presenting information on the Valley Express for a segment of the **Larry Good show** that will air the first week of February. The service will also be in a feature article in the **Santa Barbara Seasons magazine** due out in February.

In addition, newly hired Marketing Coordinator Sarah Glover will begin working with **employers** offering "test seats" and incentives for the Valley Express and individualized marketing regarding all MTD service.

Staff attended SBCAG's **North County Subregional** Committee meeting in Buellton on Wednesday and presented the draft standards as revised after MTD board comments. (These revised standards are in your packet for review at this upcoming meeting.) The comments from this group were supportive of the Valley Express service. Brooks Firestone plans to ride the Valley Express to the County Board of Supervisors meeting on the first morning. If you plan to join staff in Solvang that first morning, you are welcome to join us in pooling rides from the main office (or suggest and we will pick you up).

The board packets contain a staff report and draft master agreement related to a **UCSB Staff and Faculty pass** program. At a previous meeting, Tom Roberts (UCSB's TPS Director) presented an integrated project aimed at resolving parking and transportation challenges on campus as well as in Isla Vista. Staff recommends that MTD's board authorize signature of an agreement that

provides UCSB staff and faculty with passes in their wallets that encourage them to ride transit to and from the work site. MTD would then bill UCSB for the cash fare on a monthly basis. The structure is similar to that of the MyRide.

I am scheduled to meet with **the IV-PAC and Isla Vista business** owners next week to discuss general transportation needs within this area. This group invited us to help them plan solutions for their community.

Soil remediation plans continue for the Calle Real site. Bids for hauling the soil are due next week. However, the bad weather has already caused a delay in the project.

Staff will attend a meeting on February 3rd regarding the **Airport master plan**. I placed this on the agenda under General Manager's report to encourage board comments.

Saturday morning Jim Armstrong, Dave Gustafson and I will be presenting at the **Downtown Organization** board retreat and workshop. This is an excellent opportunity to interact with downtown business members seeking their input regarding transit.

A draft budget will be ready for board review at the **Wednesday, March 2, 2005** evening MTD board meeting. This meeting will be televised.

The planning department has begun **system-wide evaluation of the routes and schedules** aimed at possible changes for September 2005. The department is beginning the third week of training on the new schedule/bid software. This Trapeze software will run parallel for our June service and is expected to be fully active for the fall bid.

Easy Lift has expressed some interest in increasing their **board** membership. Mr. Westwick has indicated that an MTD recommendation of a crossover member from MTD's board (or alternately MTD staff) would be given serious consideration. Easy Lift was unable to rent the "house next door" thus Bob Westwick and I have continued discussions of sharing space here at MTD offices.

Staff of CalTrans, SBCAG, City of Santa Barbara and MTD are meeting this afternoon to review **101 Operational Improvements** in an effort to find ways to lessen the impact on MTD service while this roadwork takes place from 2006-10.

MTD has been given short notice by our **Third Party Administrator for Workers Compensation** claims that they will be closing business in later February. A Request for Proposals is in process; the pre-bid was held yesterday.